

# SOUTHERN ADIRONDACK LIBRARY SYSTEM

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SALS Board Meeting • **September 19, 2017** at 1 p.m.  
At the System Service Center

## MINUTES

The regular meeting of the Southern Adirondack Library System was held on Tuesday, September 19, 2017 at the System Service Center and brought to order at 1:00 p.m. with President Jordan Hornstein presiding.

Present were Mmes. Borden, Connell, Debus, McComb, Seifts and Nemer and Messrs. Hornstein, Mays, Odess, Plantier and Wise. Also present were: Sara Dallas, Director at SALS, Bob Jeffords, SALS Treasurer, Cindy Mirra, SALS System Services Support Representative, Dianne Winter, SALS Financial Clerk & Administrative Assistant at SALS, Jill Ryder, Collection Management Consultant and Assistant Director at SALS, Jack Scott, Technology & Community Youth Services Librarian at SALS, Kathy Naftaly, Director at Crandall Public Library in Glens Falls  
Absent with prior notice was Ms. Payne.

1. **Approval of Board Meeting Minutes of June 20, 2017:** Mr. Hornstein asked if there were any additions, corrections, or deletions to the minutes of the June 20, 2017 Board meeting. Ms. Borden moved, seconded by Ms. Nemer, to approve the minutes of the June 20, 2017 SALS Board meeting as distributed. Motion carried.
2. **Treasurer's Report and Monthly Budget Reports for June, July and August; Warrants:** Mr. Jeffords reviewed the June, July and August 2017 Treasurer's and Monthly Budget Reports. Mr. Wise moved, seconded by Ms. Debus, that receipt of the June, July and August reports be acknowledged and filed for audit. Motion carried. Warrants 2017-15 through 2017-24 and TA17-17 through TA17-19 were available for Board perusal. (*Copy attached to the Official Minutes*).
3. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*): Mrs. Dallas reported that the JA Council met on September 13. There will be a meeting of the JA Finance Committee to discuss potential changes to the JA Fee structure.  
Issues to be considered:

Part of formula is based upon circulation. Circulation continues to decline.  
Innovative Interfaces (III) prices continue to increase. Novelist database costs continue to rise and JA staff is looking at a less expensive product.

Time Warner at one time provided free internet connections for the public. Spectrum is not upgrading those lines, and funds will need to be spent on lines with adequate bandwidth.

Work is continuing with the Security Policy. Generic accounts are being discouraged.

The Policy Committee is drafting practices regarding library director's requests for their patron records to send out information about the library.

Ms. Dallas reported that she has reached out to III senior staff to arrange a meeting during the NYLA Conference.

Ms. Dallas is beginning to visit library boards to keep them up-to-date on SALS services, the SALS Budget, and Ethics.

Ms. Dallas provided copies of the ALA Code of Ethics and touched upon free vs hate speech; library policies regarding collections, meeting rooms and patron behavior policies.

**4. Committee Reports:**

- A. Audit & Finance: Mr. Wise shared a draft of the 2018 SALS Budget.
- B. Building: Ms. Debus presented the NYS DLD Construction Grants. Mr. Mays recused himself from discussing or voting on the NYS DLD Construction Grant applications. Ms. Debus, for the committee, reported approving all of the grants at the 75% match level, except for the Galway Public Library grant. Moved by Ms. Borden, seconded by Mr. Odess. Mr. Mays, Mr. Wise and Ms. Nemer abstained. Motion carried.

<b>Library</b>	<b>Project</b>	<b>Total Cost</b>	<b>75% match</b>
Clifton Park-Halfmoon	Existing Lighting replaced by LED lighting	\$ 83,500	\$ 62,625
Crandall Public Library	Study Rooms/Teen Office Space	\$ 88,865	\$ 66,649
*Galway Public Library	Phase 1 Construction –Excavation, Exterior Building Shell, Utility Installation	\$ 510,000	\$ 125,607
Greenwich Free Library	Finishing Basement space for public use	\$ 173,717	\$ 130,288
Long Lake Library	Long Lake Library Program & Energy Efficiency Improvements	\$ 58,172	\$ 43,629
Pember Library & Museum	Pember Risk Avoidance & Energy Efficiency	\$ 8,600	\$ 6,450
Schuylerville	Reading Room Addition	\$ 326,309	\$ 244,732
	<b>Total</b>		<b>\$ 679,980</b>

\*Galway funded at 25% match

Mr. Mays reported that SALS is moving forward with the building, sidewalk and lighting improvements.

- C. Bylaws Committee: No report.
- D. Central Library Aid and Services: No report.
- E. County Aid Coordinators: No report.
- F. Library Services: No report.
- G. Personnel: No report.
- H. Trustee Nominating: No report.

**5. Unfinished Business:**

**6. New Business:**

- A. Approve Alex Gutelius for JA Council Member: Mr. Wise moved, seconded by Ms. Debus. Motion carried.

B. Approve 2018 JA Budget

Mr. Wise presented the 2018 JA Budget, moved that the Budget be approved as presented, seconded by Ms. Debus. Motion carried.

C. Approve 2017 JA Budget Amendments

Mr. Wise moved that the \$250 be increased to \$750 for Office & Library Materials, Increase Generator Maintenance \$150 to \$1,080 & offset by decreasing Equipment by \$400 to \$26,600, seconded by Ms. Borden. Motion carried.

Mr. Wise moved for an increase for Novelist by \$5,332 to \$51,142. This amendment brings the budget line item for Novelist into alignment with the actual 2017 cost, resulting in a reduction of the JA fund balance. Seconded by Ms. Borden. Motion carried.

D. Approve Jack Scott (new SALS Staff member): Ms. Nemer moved, seconded by Ms. Debus. Motion carried.

E. Conference Approval: Permission for Sara Dallas, Erica Freudenberger, Jill Ryder & Jack Scott to attend the PLA National Conference (March 20-24 2018 in Philadelphia) and NYLA (November 8-11, 2017 in Saratoga) was requested. Ms. McComb moved, seconded by Mr. Plantier.

Permission for Sara Dallas and Erica Freudenberger to attend the ALA Midwinter Conference (February 9-13 in Denver) was requested. Mr. Plantier moved, seconded by Mr. Mays.

Permission for Sara Dallas and Erica Freudenberger to attend the ALA Annual Conference (June 21-26, 2018 in New Orleans) was requested. Mr. Mays moved, seconded by Ms. Connell. Motion carried. Mr. Odess opposed.

7. **Director's Council Report:** No report.

8. **Announcements:** Ms. Dallas and Dianne Winter are looking into various locations to host the Annual Meeting for 2018 in Washington County. Mr. Hornstein moved to reschedule the March meeting to March 27, 2018 and to adjourn the meeting. Seconded by Ms. Borden. Motion carried. Meeting adjourned at 2:30 p.m.

Respectfully submitted,

Cindy Mirra  
Recording Secretary